

RESOLUTION NO. 2000-235

A RESOLUTION OF THE LODI CITY COUNCIL ADOPTING THE
CODE ENFORCEMENT ABATEMENT FEE SCHEDULE, APPROVING
ESTABLISHMENT OF A ROTATING CONTRACTOR'S LIST, AND
FURTHER ADOPTING POLICIES AND PROCEDURES FOR
ROTATING ABATEMENT CONTRACTOR LIST

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LODI AS FOLLOWS:

SECTION 1.

WHEREAS, the Lodi Municipal Code requires the City Council, by Resolution, to set fees for various services provided by the City of Lodi to recover those costs associated with providing specific services and programs; and

WHEREAS, as part of the Code Enforcement function in eliminating blight, nuisances, substandard and dangerous building conditions, the Community Development Community Improvement Division issues orders requiring the board-up and securing of vacant structures as well as the removal and clean up of garbage, junk and debris from yard areas; and

WHEREAS, vacant, unsecured structures are required to be boarded up within one to ten days, depending on the severity of the hazardous condition; and

WHEREAS, currently, in the event that the structure is not secured or the yards are not cleaned voluntarily within the required time-frame, the bid process is initiated in order to allow the City to have the work done and have costs billed to the property owner; and

WHEREAS, the bid process entails working with the Purchasing Dept. to establish a work description, distribute the bid documents, allow time for the bidders to visit the site and prepare and submit their estimates, and in some instances set and conduct pre-bid walk-throughs before bids are received and opened, and then giving authorization to the contractor to proceed; and

WHEREAS, the bid process does not allow the abatement to be done immediately after the required time-frame has expired, and in using this process, costs for the abatements vary considerably depending on the number of bidders and the time of year; and

WHEREAS, in order to streamline the process, staff recommends:

- (1) establishing Abatement Fee Schedule for the Community Development Department Community Improvement Division so that the necessary work can be performed almost immediately, as shown on Exhibit A attached; and
- (2) establishing a rotating contractor's list to perform the work, to be updated periodically and maintained by the Community Improvement Manager; and
- (3) adopting Policies and Procedures for Rotating Abatement Contractor List for Securing and Cleanups, as shown on Exhibit B attached.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lodi does hereby approve staff recommendations as listed above.

SECTION 2. All resolutions or parts of resolutions in conflict herewith are repealed insofar as such conflict may exist.

SECTION 3. This resolution shall be published one time in the Lodi News Sentinel, a daily newspaper of general circulation printed and published in the City of Lodi, and shall be in force and take effect December 20, 2000.

Dated: December 20, 2000

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I hereby certify that Resolution No. 2000-235 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 20, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor
Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

EXHIBIT A

**CITY OF LODI
COMMUNITY DEVELOPMENT DEPARTMENT
ABATEMENT FEE SCHEDULE FOR ROTATING CONTRACTOR LIST
(SEPT 2000)**

ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
	SECURING STRUCTURES			
1.	Plywood Board-Up, Door, 4'x8'		\$70	
2.	Plywood Board-Up, Double Door, 8'x8'		\$150	
3.	Plywood Board-Up, Window, >2'6"x 4'		\$45	
4.	Plywood Board-Up, Window, >4'x4'		\$55	
5.	Plywood Board-Up, Window, >4'x6'		\$65	
6.	Plywood Board-Up, Window, >4'x8'		\$70	
7.	Plywood Board-Up, Window, >8'x8'		\$150	
8.	Plywood Board-Up, Crawl Space Opening		\$55	
9.	Plywood Board Up, Exterior Basement Door, 6'x7' <i>Using 3/4" Material</i>		\$190	
10.	Replace Single Car Garage Door		\$270	
11.	Replace Double Car Garage Door		\$535	
12.	Replace Sliding Glass Door, 6'		\$360	
13.	Replace Wood Basement Door, 6'x5'		\$185	
14.	Replace Front Double Wood Entry Doors		\$465	
15.	Replace Garage Pedestrian Door		\$155	
16.	Replace Under Floor Vents		\$30	
17.	Replace Attic Vents		\$35	
	Securing Subtotal			
	PROPERTY CLEAN UPS			
18.	Remove Garbage, Junk and Debris (hourly rate)	Hrs.	\$35	
19.	Remove Weeds and Shrubbery (hourly rate)	Hrs.	\$25	
	Clean Up Subtotal			
	Total Amount			

DATE OF JOB WALK: _____ CONTRACTOR: _____

PROPERTY ADDRESS: _____

JOB TO BE COMPLETED BY: _____

CONTRACTOR'S SIGNATURE _____ DATE: _____

CDD SIGNATURE _____ DATE: _____

EXHIBIT B

COMMUNITY DEVELOPMENT DEPARTMENT COMMUNITY IMPROVEMENT DIVISION

POLICY AND PROCEDURE FOR ROTATING CONTRACTOR LIST FOR SECURING/CLEAN UPS

PURPOSE

To establish uniform and consistent policies and procedures for the administration of the Rotating Contractor List for Securing and Clean Up Abatements.

POLICY

The Community Improvement Division will establish and administer a Rotating Contractors List for the securing of vacant and/or damaged buildings, and for the removal of garbage, junk and debris for clean up abatements. The purpose of the rotating list is to expedite the abatement of nuisance and dangerous building conditions by assigning qualified contractors to perform the necessary code enforcement abatements after the Community Improvement Division has given adequate notice for the work to be done. The use of a rotating list will save staff time and money by eliminating the requirement to bid the most common types of abatements.

PROCEDURE

The Community Improvement Division will establish a Rotating Contractors List, a list of standardized work to be performed and standardized prices which will be paid for said work. This will be prepared and periodically updated based on public input from interested contractors who wish to be added to the rotating list.

Contractors that wish to be placed on the rotating list must show proof of the appropriate qualifications, i.e. contractor's license, business license, proof of insurance, and must agree to abide by the pricing listed in the Fee Schedule for doing requested abatement work. Failure to meet or maintain the required licenses and insurance will result in the immediate removal from the rotating list.

The Community Improvement Manager will be responsible for maintaining the rotating list and verifying with the Purchasing Agent that all contractors are qualified to be on the rotating list. The Purchasing Agent will be responsible for adding interested contractors to the rotating list.

When a contractor is needed for a securing or clean up abatement, Community Improvement staff shall check the list for the next available contractor on the rotating list. The officer shall then contact that contractor to schedule a job site inspection. If the contractor is unable to respond as requested, he shall be considered non-responsive and shall be moved to the bottom of the rotating list. If the contractor is found to be non-responsive for two consecutive requests or twice within a twelve (12) month period, the

Community Improvement Manager shall have the authority to remove them from the rotating list.

Staff shall meet with the contractor at the job site and explain the scope of work. Both City staff and the contractor shall review and complete the Fee Schedule Worksheet in relation to that scope of work. Once the Fee Schedule Worksheet is completed and a total cost has been tallied, if agreeable to both the contractor and staff, it shall be signed and initialed and staff shall set a completion date. The contractor will then be authorized to complete the required work within the set time frame.

Failure by the contractor to commence and complete the work within the set time frame can be considered a failure to perform which will result in the assignment of the abatement to the next available contractor on the rotating list. If the contractor fails to perform twice within a twelve (12) month period, the Community Improvement Manager has the authority to remove them from the rotating list.

The contractor shall be responsible for contacting the officer and/or the Community Improvement Manager when the work has been completed so that it may be inspected and approved by Community Improvement Division staff. If the work is satisfactory and performed to specifications, the officer shall inform the Community Improvement Manager and that contractor shall be moved to the bottom of the list.

The contractor's payment shall then be processed for payment by the Community Improvement Division to ensure that the contractor is paid in a timely manner. Community Improvement Division staff will then initiate cost recovery by billing the property owner for the abatement costs and any Administrative Fees.